

Mr. Robert Williams , Acting Council Secretary

Julius Hobson, Council Member

January 13, 1975

Personnel

Attached are four SF 171's for:

1. Armando B. Rendon
2. Conrad Louis Redmond
3. Anton Vernon Wood
4. Roy Lee Ross

These people are seeking staff positions on the Education and Youth Affairs Committee.

Would you please forward these applications to the District Personnel Office, so that they may determine whether these people qualify for the three positions available on the Committee staff.

Attachments

Mr. Robert Williams, Acting Council Secretary

Julius W. Hobson, Councilmember at Large

January 10, 1975

Personnel

Attached are two SF 171's for Wanda Jayne Thomas and Sandra Jane Greene. They wish to apply for staff positions on the Education and Youth Affairs Committee.

Would you please see that their forms are forwarded to the proper office to determine whether they meet the qualifications for these positions.

Attachments

R E S U M E

NAME: Wanda Jayne Thomas

ADDRESS: 7704 Dundas Court
Clinton, Maryland 20735

DATE OF BIRTH: January 12, 1953

PLACE OF BIRTH: Wilson, North Carolina

PHONE NUMBER: 868-9575 or 868-9576

MARTIAL STATUS: Single

EDUCATION:

Elementary: Anita J. Turner
Alabama Avenue, S.E.
Washington, D.C. 20032
1963 - 1964

Junior High: Charles H. Hart
Mississippi Avenue, S.E.
Washington, D.C. 20032
1964 - 1967

High School: Academy of Our Lady
471 "G" Place, N.W.
Washington, D.C. 20001
1967 - 1970

College: Hampton Institute
Hampton, Virginia 23062
Pre-College Program
June 1970 - August 1970

College: Canisius College
2001 Main Street
Buffalo, New York 14208
August 1970 - May 1971

American University
Massachusetts & Nebraska Avenues, N.W.
Washington, D.C. 20001
June 1972 - August 1972

District of Columbia Teachers College
1100 Harvard Street, N.W.
Washington, D.C. 20001
August 1972 - March 1973

I received no degree from college, but I do have an equivalent of three and half years of college education.

WORK EXPERIENCE:

Volunteer Work: Saint Thomas More Catholic Church
Fourth Street, S.E.
Washington, D.C. 20032
January 1968 - June 1970

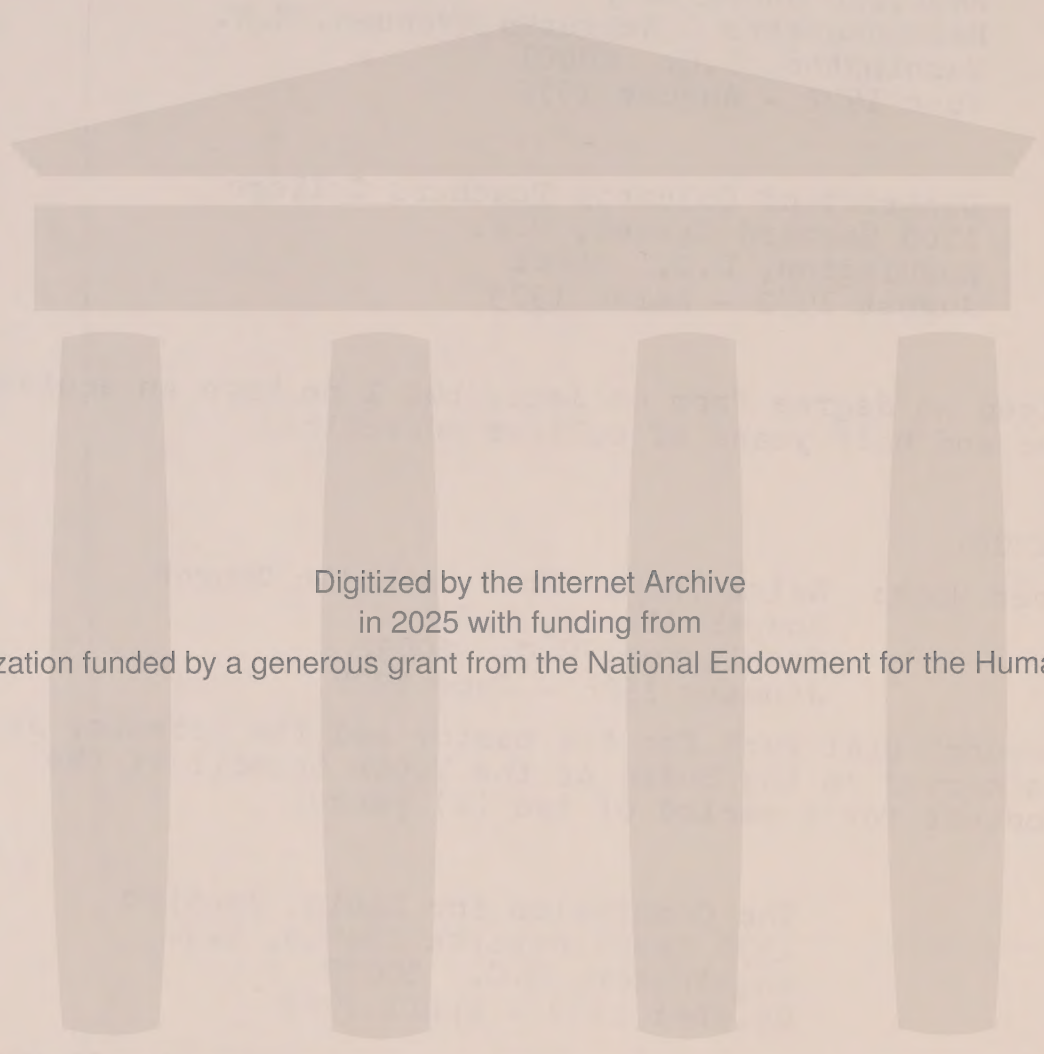
I did secretarial work for the pastor and the priests, as well as served on the Board of the Youth Council of the Archdiocese for a period of two (2) years.

The Commission for Racial Justice
1330 Massachusetts Avenue, N.W.
Washington, D.C. 20009
October 1972 - April 1973

Along with two (2) other individuals, I developed a Youth Project for the Metropolitan area to send children from ages of seven (7) to eighteen (18) years old to a camp in Greensboro, North Carolina, with the older youths going to educational institutions in Durham and Charlotte. This project was the first citywide attempt to send children to camp with funds solicited from the Black Business Community, expressedly.

District of Columbia Teachers College
Student Government Recruitment Program
1100 Harvard Street, N.W.
Washington, D.C. 20001
January 1973 - March 1973

I constructed a project which involved going to every high school in the area to pre-educate high school students, es-



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pecially those entering college for the first time about the maintaining and the survival of the "Black" college and the opportunities opened to them in fields which would allow them to utilize all of their creative abilities.

PAID WORK EXPERIENCE: Clerk - Cashier
MacDonald's Restaurants
Coral Hills, Maryland 20027
May 1971 - August 1971

Law Librarian Technician and Researcher
American University Law Library
Massachusetts & Nebraska Avenues, N.W.
Washington, D.C. 20016
September 1971 - August 1972

Law Librarian Technician and Researcher
Antioch School of Law Library
1624 Crescent Place, N.W.
Washington, D.C. 20009
January 1973 - June 1973

Monbasa Duka Gift Boutique
6424 Central Avenue
Seat Pleasant, Maryland 20027
March 1972 - July 1974

This gift boutique was partially owned by two (2) other individuals and myself. I devoted myself to it at first on a part time basis until September 26, 1973, then I became fully involved in the developmental procedure of the store. My job description would entail the following: general bookkeeping, secretarial work and responsibilities; marketing research along with gemology research, plus retail salesmanship; development and maintenance of a profound advertising package for the shop; the handling of the public relations; craftsmanship and designing of certain pieces of jewelry, and the most important factor of all the development of a good and strong clientele.

AWARDS and HONORS: Admittance to the National Junior Honor Society in 1966 - to - 1967

Honor Student from 1965 to 1970

Received Scholarship to Hampton Institute
for Pre-college Program in June 1970

Received Partial Scholarship to Canisius
College in June 1970

REFERENCES: Mr. & Mrs. Steve Farrow
1909 19th Street, N.W.
Washington, D.C. 20009

Positions-Occupations: Owners- Community Travels
2412 18th Street, N.W.
Washington, D.C. 20009

Years Known: Four and a half years

Reverend William N. Boyer
5625 8th Street, N.W.
Washington, D.C. 20011

Positions-Occupations: Minister

Years Known: Two Years

Mr. & Mrs. Leo Francis Brown
2504 Fort Drive
Suitland, Maryland 20023

Positions-Occupations: Owners- The Powder Box Hair Salon
Fourteenth & U Streets, N.W.
Washington, D.C.

Years Known: Twenty years

Mr. John L. Wardlaw
4044 Gault Place, N.E.
Washington, D.C. 20019

Positions-Occupation: Owner- Monbasa Duka Gift Boutique
6424 Central Avenue
Seat Pleasant, Maryland 20027

Years Known: Four and half years'

All of these individuals are quite knowledgeable about
my skills and abilities.

Respectfully,
[Signature]

PERSONAL QUALIFICATIONS STATEMENT

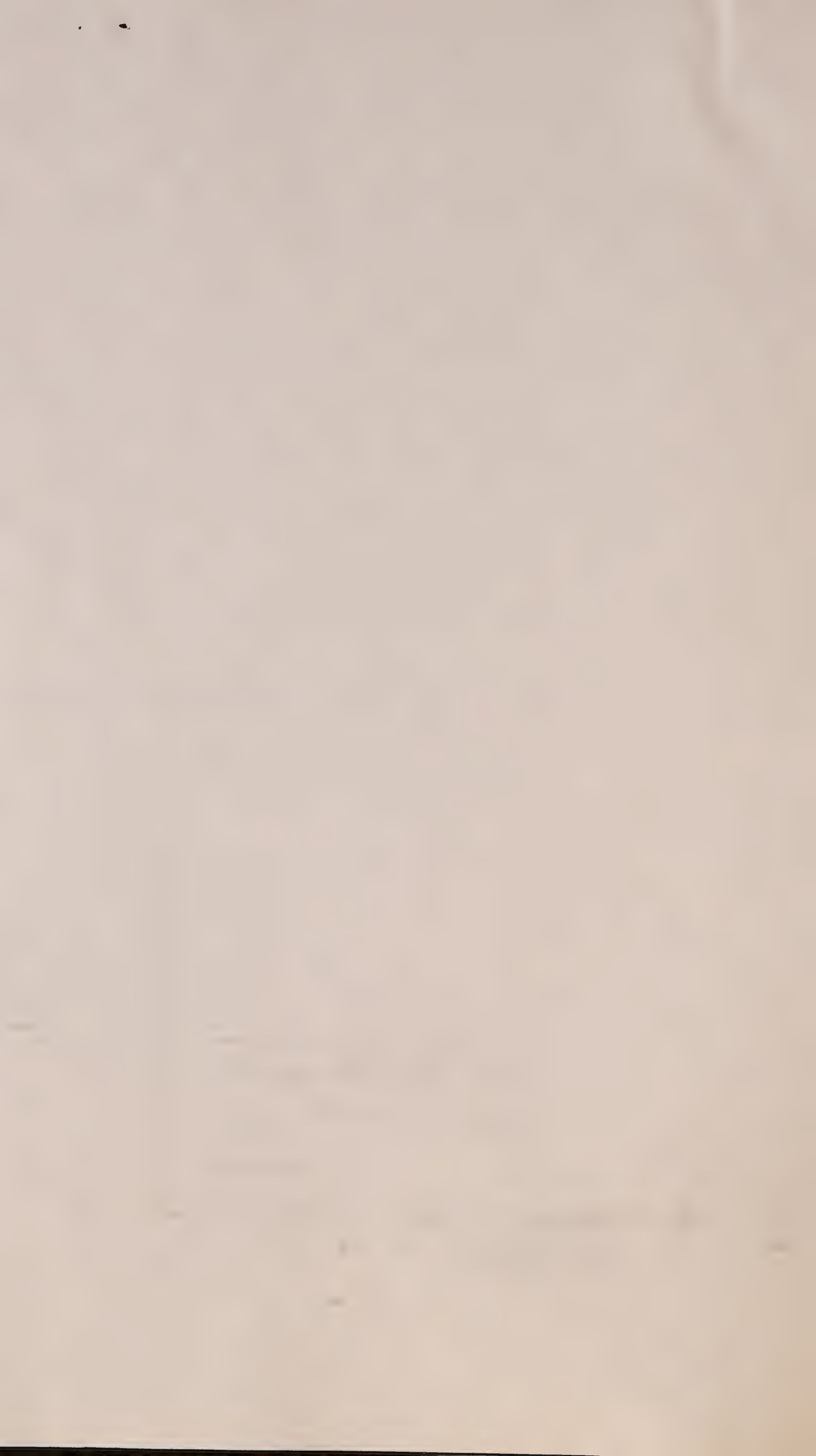
Office of Management and Budget
Approved 50-RO387

A. Kind of position (job) you are filing for (or title of announcement) <u>Committee Staff Member</u>		B. Announcement No.	
C. Options for which you wish to be considered (if listed in announcement) <u>None</u>			
D. Primary place(s) you wish to be employed <u>District Building Councilman's Room Off.</u>			
2. Home phone (including Area Code) <u>(301) 868-9575</u>		3. Office phone (including Area Code)	
4. Name (Last) (First) (Middle) (Maiden, if any) <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State and ZIP Code) <u>Thomas, Wanda Jayne</u> <u>7704 Dundas Court</u> <u>Clinton, Md. 20735</u>			
5. Legal or voting residence (State) <u>D.C. Washington</u>			
6. Height without shoes <u>5</u> Feet <u>7 1/2</u> Inches		7. Weight <u>113</u>	
8. Birthplace (City and State, or foreign country) <u>Wilson, North Carolina</u>			
9. Birth date (Month, day, year) <u>11/2/53</u>		10. Social Security Account Number <u>579 172 0870</u>	
11. If you have ever been employed by the Federal Government as a civilian, give your last classification series, grade, and job title. <u>No</u>			
Dates of service in that grade From _____ To _____			
12. If you are currently on a list of eligibles for appointment to a Federal position, give the name of the announcement, the name of the office maintaining the list, the date on your notice of rating, and your rating. <u>N/A</u>			

DO NOT WRITE IN THIS BLOCK FOR USE OF EXAMINING OFFICE ONLY				
<input type="checkbox"/> Appor.	Material	Entered	Register:	
<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Submitted			
	<input type="checkbox"/> Returned			
Notations:				
Form Reviewed:				
Form Approved:				
Option	Grade	Earned Rating	Preference	Aug. Rating
			<input type="checkbox"/> 5 points (Ten.)	
			<input type="checkbox"/> 10 Points Comp. Dis.	
			<input type="checkbox"/> Other 10 Points	
			<input type="checkbox"/> Disal.	
			<input type="checkbox"/> Being Investigated	
Initials and Date				
THIS SPACE FOR USE OF APPOINTING OFFICER ONLY Preference has been verified through proof that the separation was under honorable conditions, and other proof as required. <input type="checkbox"/> 5-Pt. <input type="checkbox"/> 10-Pt. Comp. Disab. <input type="checkbox"/> 10-Pt. Other				
Signature and Title				
Agency			Date	
<input type="checkbox"/> Refer for medical action				

13. Lowest pay or grade you will accept		14. When will you be available?	
PAY	GRADE		
\$ _____ per	OR <u>11-65</u>	<u>Immediately</u>	
15. Will you accept temporary employment for:		16. Where will you accept a job?	
(Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) — 1 month or less? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO — 1 to 4 months? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO — 4 to 12 months? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		YES NO — Washington, D.C. <input checked="" type="checkbox"/> <input type="checkbox"/> — Any place in the United States. <input checked="" type="checkbox"/> <input type="checkbox"/> — Outside of the United States. <input checked="" type="checkbox"/> <input type="checkbox"/> — Only in (specify): _____	

17. Will you accept less than full time work? (Less than 40 hours per week) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Are you willing to travel? (Check one)	
		NO SOME OFTEN	
		<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
19. VETERAN PREFERENCE. Answer all parts. If a part does not apply to you, answer "No."			
A. Have you ever served on active duty in the United States military service? (Excluded from training as a reservist or Guardsman.)			
B. Have you ever been discharged from the armed services under other than honorable conditions? (You may omit any such discharge discharged to honorable by a Discharge Review Board.)			
If "Yes," give details in Item 37.			
C. Do you claim 5-point preference based on military service?			
If "Yes," you will be required to furnish _____			
D. Do you claim 10-point preference?			
If "Yes," state your preference claim _____ called for _____			
in that form _____ other _____			



PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 20

20. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☒ Yes ☐ No
(A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

1		Dates of employment (month, year) From 3/72 To PRESENT TIME 7/74		Exact title of position Assistant Manager		If Federal service, civilian or military grade	
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised		Kind of business or organization (manufacturing, accounting, insurance, etc.)	
Starting \$ per			City: Seat Pleasant	2		Boothique	
Present \$ per			State: Md.				
Name of immediate supervisor John L. Wardlaw			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Monbasa Duka Gift Boothique 6424 Central Ave Seat Pleasant, Md. 20027				
Area Code and phone No. if known (301) 350-0108							
Reason for wanting to leave The store underwent financial difficulties							
Description of duties, responsibilities, and accomplishments Involved in the developmental procedure of the following: general bookkeeping & secretarial work; marketing research along with gemology research; retail salesmanship; maintaining a profound advertising package; handled all public relations, craftsmanship and design of jewelry, most important factor of all the development of a good, strong clientele							
For agency use (skill codes, etc.)							

2		Dates of employment (month, year) From 1/73 To 6/73		Exact title of position Researcher		If Federal service, civilian or military grade	
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised		Kind of business or organization (manufacturing, accounting, insurance, etc.)	
Starting \$ 85.00 per WK			City: Wash.			Law Library	
Final \$ 96.00 per WK		26	State: D.C.				
Name of immediate supervisor George Strait			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Antioch School of Law Library 1624 Crescent Place, N.W. DC. 20009				
Area Code and phone No. if known (202) 265-7500							
Reason for leaving Temporary Job- Part-time, to go into business for myself							
Description of duties, responsibilities, and accomplishments Basic cataloging of library cards, books, papers, treatises, etc.; research for cataloguing material; did research of legal briefs, etc for Librarian, little secretarial responsibility							
For agency use (skill codes, etc.)							

3		Dates of employment (month, year) From 9/71 To 8/72		Exact title of position Technician & Researcher		If Federal service, civilian or military grade	
Salary or earnings		Avg. hrs. per week	Place of employment	Number and kind of employees supervised		Kind of business or organization (manufacturing, accounting, insurance, etc.)	
Starting \$ 5960 per year			City: Wash.			Law Library	
Final \$ 6150 per year		40	State: D.C.				
Name of immediate supervisor Jean Schade			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Washington College of Law Library American University 1355 F. Nelson Ave, N.W. DC. 20016				
Area Code and phone No. if known 202 -							
Reason for leaving To return to school to get my degree;							
Description of duties, responsibilities, and accomplishments as at Antioch; did basic cataloging, research, and legal research for Librarian							

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE
• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

21. A. Special qualifications and skills (skills with machines; patents or inventions; your most important publications (do not submit copies unless requested); your public speaking and publications experience; membership in professional or scientific societies; etc.)
Skills with machines: Typewriter, Ditto, Xerox, Dictaphone, Calculators, Adding Machine
Published leaflets, Brochures - concerning Monbasa Duka-Gift Boutique describing items within the store.
Speaking - Public. Project - involved going to every high school - to encourage students to go to college in D.C. that's every high school
B. Kind of License or Certificate (For example, pilot, registered nurse, lawyer, radio operator, C.P.A., etc.)
C. State or other licensing authority
D. Year of first license or certificate
E. Year of latest license or certificate
F. Approximate number of words per minute: Typing 65, Shorthand 160

22. A. Did you graduate from high school, or will you graduate within the next nine months? YES MONTH/YEAR 5/70 NO HIGHEST GRADE COMPLETED
B. Name and location (city and State) of last high school attended: Academy of Our Lady 471 G Pl., N.W., Washington, D.C 20001
C. Name and location (city, State, and ZIP Code if known) of college or university. (If you expect to graduate within 9 months, give MONTH and year you expect degree.)
Hampton Institute, Hampton, Va 23368 6/70 8/70 3 months 12 Pre-College Pro.
Canisius College, Buffalo, N.Y. 14208 8/70 5/71 1 yr 40
American Univ., Wash., D.C. 20016 8/72 8/73 3 months 12
D. Chief undergraduate college subjects: Biology, Physics, Zoology, German, Anatomy, Chemistry
E. Chief graduate college subjects
F. Major field of study at highest level of college work: Chemistry - Major; Business - Minor
G. Other schools or training (for example, trade, vocational, armed forces, or business). Give for each the name and location (city, State, and ZIP Code if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.
District of Columbia Teachers College 8/72-3/73 - 8 months - 20 hrs - None degree

23. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED: National Junior Honor Soc. Scholarship to Hampton Institute, Partial Scholarship to Canisius College
24. LANGUAGES OTHER THAN ENGLISH
List the languages and indicate your knowledge of each by placing "X" in proper columns
Reading: Excl Good Fair
Speaking: Excl Good Fair
Understanding: Excl Good Fair
Writing: Excl Good Fair
German: X
French: X

25. REFERENCES: List three persons who are NOT related to you and who have knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed in your employment history.
FULL NAME: Mrs. Mrs. St...
ADDRESS (Street, P.O. Box, or Home Address): Community...
BUSINESS OR OCC:
FULL NAME: Mrs. Mrs. St...
ADDRESS (Street, P.O. Box, or Home Address): Community...
BUSINESS OR OCC:
FULL NAME: Mrs. Mrs. St...
ADDRESS (Street, P.O. Box, or Home Address): Community...
BUSINESS OR OCC:

ANSWERS TO QUESTIONS 26 THROUGH 36 MUST BE PLACED IN THE SPACES PROVIDED

29. To insure that you are not placed in a position which might hurt your health, or which might be a hazard to you or to others, we need information about the following: Do you have, or have you had, heart disease, a nervous breakdown, epilepsy, tuberculosis, or diabetes?.....
If your answer is "Yes," concerning any one of these, identify which one(s) and give details in Item 37.

30. Within the last five years have you been fired from any job for any reason?.....
31. Within the last five years have you quit a job after being notified that you would be fired?.....
If your answer to 30 or 31 above is "Yes," give details in Item 37. Show the name and address (including ZIP Code) of employer, approximate date, and reasons in each case. This information should agree with your answers in Item 20, EXPERIENCE.

32. Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? (You may omit: (1) traffic violations for which you paid a fine of \$30.00 or less; and (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law.).....
33. While in the military service were you ever convicted by general court-martial?.....
If your answer to 32 or 33 is "Yes," give details in Item 37. Show for each offense: (1) date; (2) charge; (3) place; (4) court; and (5) action taken.

34. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (See Items 34 and 35 in the attached instruction sheet.).....
35. Do you live with, or within the past 12 months have you lived with, any of these relatives who are employed in a civilian capacity?.....
If your answer to 34 is "Yes," give in Item 37 for such relatives: (1) full name; (2) present address (including ZIP Code); (3) relationship; (4) department, agency, or branch of the Armed Forces; If your answer to 35 is "Yes," also give the kind of appointment held by the relative(s) you live with or have lived with within the past 12 months.

36. Do you receive or do you have a pending application for retirement or retainer pay, pension, or other compensation based upon military, Federal civilian, or District of Columbia Government service?.....
If your answer is "Yes," give details in Item 37.

Your Statement cannot be processed until you have answered all questions, including Items 26 through 36 above. Be sure you have placed an "X" to the left of EVERY marker (X) above, either in the "Yes" or the "No" column

37. Space for detailed answers. Indicate Item number to which answers apply.

Item No.	
35	Bette Jean Washington - Mother 7704 Dundas Court Cloton, Maryland 20735 US Postal Service - Main Post Office Type of Appointment - Unknown I have lived with her for past 4 months

If more space is required, use full sheets of paper approximately the same size as this page. Write on EACH sheet your name, birth date, and announcement or position title. Attach all sheets to this Statement at the top of Page 3.

ATTENTION — THIS STATEMENT MUST BE SIGNED

Read the following paragraph carefully before signing this Statement

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation. A false answer to Items 27 or 28 could deprive you of your right to an annuity when you reach retirement age in addition to the penalties described above.

CERTIFICATION	SIGNATURE (Sign in ink)	DATE SIGNED
I CERTIFY that all of the statements made in this Statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	Shanda J. Thomas	Jan 8, 1975

Gen employment

W 5

SANDRA J. GREENE
200 Rhode Island Avenue, N.E.
Apartment #401
Washington, D.C. 20002
202/332-7605

Personal Data:
Age: 29
Height: 5'3"
Weight: 125
Marital Status: Single

Occupational Goal: Research Assistant

Education: College

1. Trinity College, Washington, D.C.
Master of Arts in Teaching, December, 1974; Majors -
History & Social Studies
2. D.C. Teachers College, Washington, D.C.
6/70-6/72; Professional Graduate In-Service Credits
3. Parsons College, Fairfield, Iowa
B.A., August, 1968; Major - Spanish
4. Howard University, Washington, D.C.
1962-1966, transferred to Parsons College, 6/67.

Graduate Courses and Professional In-Service Courses:

Educational Psychology
Black History Seminar
Methods & Materials of Teaching Physical Ed. -- Elementary Education
Urban Dialectology
Sociology of Urban Youth
Seminar of Modern Political Thought
Observation/Student Teaching Secondary Level
Introduction to Teaching in an Urban Setting
Curriculum/Methods of Teaching History & Social Studies -- Secondary Level
Politics and the Mass Media
Cyclical Theories of History
Community Treatment Modalities
Educational Field Research
Urban Skills Institute
Structure of Arithmetic
Teaching Mathematics in the Elementary School
Principles of Elementary Education
Psychology of Adult Learning

Honors:

AFL-CIO Brotherhood of Sleeping Car Porters College Scholarship
Parsons College Tuition Scholarship
Parsons College Deans List
Federal Government Sponsored Fellowship - Urban Skills Institute - D.C. Teachers
College

Extra-Curricular Activity:

Howard University

History Club

Sociology-Anthropology Club

Ass'n of Women Students

Parsons College

Ass'n of Women Students

Chapel Choir

Foreign Language Club

Student Chairman: Dr. Martin L. King

Memorial Scholarship Fund &

Clothing Drive

Chorale

Parsons Players

Employment:

10/73-12/74	National Association of Educational Broadcasters, 1346 Conn. Ave., NW, Washington, D.C. - Receptionist
8/73-10/73	Sheraton-Park Hotel, 2660 Woodley Rd., N.W., Washington, D.C. - Guest Service Agent
6/73-8/73	Trinity College Summer Middle School, Michigan & Franklin, NE, Washington, D.C. - Recreational Group Leader
1/73-8/73	Alumnae Ass'n of Trinity College, Michigan & Franklin, N.E., Washington, D.C. - Secretary
1/70-12/72	D.C. Public Schools, 415 12th St., N.W., Washington, D.C. - Secondary & Elementary Per Diem Substitute Teacher
6/70-9/71	Lane Bryant, Washington, D.C. - Credit Authorizer, part-time
7/69-6/70	Woodward & Lothrop, Washington, D.C. - Management Trainee in Personnel, and full and part-time Service Manager
11/68-7/69	Saks 5th Avenue, New York and Chevy Chase, Md. - Management Trainee, - Service Manager, and Assistant Department Manager
9/67-8/68	Parsons College, Fairfield, Iowa - Assistant in Modern Languages, part-time; Dormitory Counselor/Tutor

References will be furnished upon request.

Special Skills:

Typing: 40 wpm

Personnel Interviewer

Detail Credit & Accounts Payable Skills

& Monitorboard Operator

Speciality Shop Window Display



December 13, 1974

To Whom It May Concern:

I am pleased to recommend Sandra J. Greene. She is a conscientious worker who tries in every way to be constructive and helpful. She has handled a position that involves routine with spirit and imagination.

Sincerely,

A handwritten signature in cursive script, reading 'James A. Fellows'. The signature is written in dark ink and is positioned above the typed name.

James A. Fellows
Executive Director

JAF:nob



December 13, 1974

To Whom It May Concern:

I am pleased to recommend for your consideration, Ms. Sandra Greene.

Sandra has worked for the NAEB since October 15, 1973 as receptionist and switchboard operator--a job she has handled competently and conscientiously.

Her typing and receptionist activities are only part of her qualifications, which include poise, friendliness, loyalty, and warmth. She handles people well on the phone or in person and is an industrious worker.

While working for us, Sandra has continued her graduate work and will be receiving her Masters of Arts degree at the end of this month; consequently, she is qualified for professional work, though the reason for leaving here is merely that economizing requirements have eliminated her position.

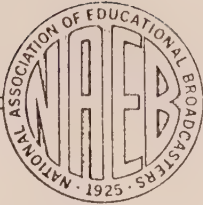
Sandra is ready to move up to enlarged responsibilities and I believe she will do well if given the opportunity.

Sincerely,

A handwritten signature in cursive script, reading "William G. Harley". The signature is written in dark ink and is positioned above the printed name and title.

William G. Harley
President

WGH:nob



NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

1346 CONNECTICUT AVENUE • WASHINGTON, D. C. 20036

OFFICE
OF THE TREASURER

December 12, 1974

To Whom It May Concern:

Due to economic circumstances which are currently being felt the hardest by non-profit associations such as NAEB, we have been forced to reduce our staff. This is the only reason which has caused the termination of employment of Ms. Sandra J. Greene.

Ms. Greene has been with NAEB since October 15, 1973. During that time she has served as our receptionist in an admirable manner, efficiently, and above all amicably. It is not an easy assignment to be a good receptionist. The image she set for visitors to our headquarters was an excellent one.

In addition to her receptionist duties she was called on to fulfill a myriad of assignments including typing, filing, answering letters of inquiry concerning memberships, and general assistance to everyone on the staff.

Quite frankly, her academic background shines through in every assignment she undertakes; she will be a credit to her next employer as she was with NAEB.

Please call me if you desire further information.

Thank you.

Respectfully,

PERSONAL QUALIFICATIONS STATEMENT

1A. Kind of position (job) you are filing for (or title of announcement) <u>RESEARCH ASSISTANT</u>		B. Announcement No. 		DO NOT WRITE IN THIS BLOCK FOR USE OF EXAMINING OFFICE ONLY																																							
C. Options for which you wish to be considered (if listed in announcement) 				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><input type="checkbox"/> Appor.</td> <td style="width:50%;"><input type="checkbox"/> Submitted</td> </tr> <tr> <td><input type="checkbox"/> Nonappor.</td> <td><input type="checkbox"/> Returned</td> </tr> </table>		<input type="checkbox"/> Appor.	<input type="checkbox"/> Submitted	<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Returned	Entered Register: 																																	
<input type="checkbox"/> Appor.	<input type="checkbox"/> Submitted																																										
<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Returned																																										
D. Primary place(s) you wish to be employed <u>WASHINGTON, DC</u>				ANNOUNCEMENT NO. _____ STATEMENT NO. _____																																							
2. Home phone (including Area Code) <u>202/832-7605</u>		3. Office phone (including Area Code) <u>N/A</u>							Notations: 																																		
4. Name (Last) (First) (Middle) (Maiden, if any) and Address (Number, Street, City, State and ZIP Code) <u>GREENE, SARAH ANNE</u> <u>300 KNOX ISLAND AVE, NE 4401</u> <u>WASHINGTON, D.C. 20002</u>																																											
5. Legal or voting residence (State) <u>MOUNT VERNON, NEW YORK</u>																																											
6. Height without shoes <u>5</u> Feet <u>3</u> Inches		7. Weight <u>125</u>																																									
8. Birthplace (City and State, or foreign country) <u>NEW YORK, NEW YORK</u>				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:20%;">Option</th> <th style="width:10%;">Grade</th> <th style="width:10%;">Earned Rating</th> <th style="width:20%;">Preference</th> <th style="width:10%;">Aug. Rating</th> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> 5 points (Tent.)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> 10 Points Comp. Dis.</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Other 10 Points</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Disal.</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Being Investigated</td> <td></td> </tr> <tr> <td colspan="5" style="vertical-align: top;"> Initials and Date </td> </tr> </table>					Option	Grade	Earned Rating	Preference	Aug. Rating				<input type="checkbox"/> 5 points (Tent.)					<input type="checkbox"/> 10 Points Comp. Dis.					<input type="checkbox"/> Other 10 Points					<input type="checkbox"/> Disal.					<input type="checkbox"/> Being Investigated		Initials and Date 				
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			<input type="checkbox"/> Disal.																																								
			<input type="checkbox"/> Being Investigated																																								
Initials and Date 																																											
9. Birth date (Month, day, year) <u>2/5/45</u>				10. Social Security Account Number <u>660 38 6242</u>																																							
11. If you have ever been employed by the Federal Government as a civilian, give your last classification series, grade, and job title. <u>SMITHSONIAN INSTITUTION WASH, DC</u> <u>Dates of service in that grade in Smith Shop Sales (Comm)</u> <u>From 3/72 To 10/72</u>																																											
12. If you are currently on a list of eligibles for appointment to a Federal position, give the name of the announcement, the name of the office maintaining the list, the date on your notice of rating, and your rating. <u>N/A</u>																																											
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17. Will you accept less than full time work? <i>(Less than 40 hours per week)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				18. Are you willing to travel? (Check one) <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">NO</td> <td style="width:33%;">SOME</td> <td style="width:33%;">OFTEN</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>					NO	SOME	OFTEN	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																													
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D. Do you claim 10-point preference? <i>If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Claim for 10-point Veteran Preference," together with the proof called for in that form</i>								<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">Yes</th> <th style="width:50%;">No</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>																															
Yes	No																																										
<input type="checkbox"/>	<input checked="" type="checkbox"/>																																										
TYPE: <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/> Mother																																											
E. List Dates, Branch, and Serial or Service Number of All Active Service (Enter "N/A" if not applicable)																																											
From <u>N/A</u>			To <u>N/A</u>			Branch of Service 		Serial or Service Number 																																			

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 20

20. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☒ Yes ☐ No
(A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

1	Dates of employment (month, year) From 10/73 To PRESENT TIME 12/74		Exact title of position RECEPTIONIST		If Federal service, civilian or military grade
Salary or earnings Starting \$ 7,000 per YR Present \$ 8,229 per YR		Avg. hrs. per week 7.5	Place of employment City: WASH., DC State:	Number and kind of employees supervised N/A	Kind of business or organization (manufacturing, accounting, insurance, etc.) TELECOMMUNICATIONS SOCIETY
Name of immediate supervisor MR. WILLIAM SIKES - TREASURER			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) NATIONAL ASSOCIATION OF EDUCATIONAL GRADUATES 1346 CONN. AVENUE, WASH. DC. 20036 SUITE #1101		
Area Code and phone No. if known 202/785-1100					
Reason for wanting to leave REDUCTION IN FORCE					
Description of duties, responsibilities, and accomplishments ANSWER PHONE, GREET GUESTS, TELL TIME, ORDER SUPPLIES & DISPENSE THEM, KEY OPERATOR FOR TERM OPTION II & PORTAL MACHINES, ABSTRACT CONGRESSIONAL RECORD FOR FCC & EDUCATIONAL TELEPHONE BILLS READING & PASSED IN CONGRESS					
					For agency use (skill codes, etc.)
2	Dates of employment (month, year) From 8/73 To 10/73		Exact title of position GUEST SERVICE HOSTESS		If Federal service, civilian or military grade
Salary or earnings Starting \$ 130 per Wk Final \$ 130 per Wk		Avg. hrs. per week 40	Place of employment City: WASH., DC State:	Number and kind of employees supervised N/A	Kind of business or organization (manufacturing, accounting, insurance, etc.) RESTAURANT
Name of immediate supervisor MR. JAMES PRUE			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) SHERATON PARK HOTEL 2600 WOODLEY RD, NE WASHINGTON, DC		
Area Code and phone No. if known 202/265-2000					
Reason for leaving HIGHER SALARY					
Description of duties, responsibilities, and accomplishments CASHIER, FILE CUSTOMER INQUIRIES/FILE TO ACCOUNTS					
					For agency use (skill codes, etc.)
3	Dates of employment (month, year) From 6/73 To 8/73		Exact title of position RECREATIONAL GROUND KEEPER		If Federal service, civilian or military grade
Salary or earnings Starting \$ 360 per 6 WKS Final \$ 360 per 6 WKS		Avg. hrs. per week 25	Place of employment City: WASH., DC State:	Number and kind of employees supervised 3 AIDES	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Name of immediate supervisor MRS. NORFENSE FITZGERALD			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) TRINITY COLLEGE SUMMER MIDDLE SCHOOL MICHIGAN AND T-WASHINGTON, DC 20011		
Area Code and phone No. if known					
Reason for leaving END OF SUMMER PROGRAM					
Description of duties, responsibilities, and accomplishments SUPERVISED 25 7TH GRADERS PLUS 3 TEEN-AGED AIDES IN OUTDOOR/INDOOR SPORTS, CRAFTS & GAMES, AS WELL AS FIELD TRIPS.					
					For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

21. A. Special qualifications and skills (skills with machines; patents or inventions; your most important publications (do not submit copies unless requested); your public speaking and publications experience; membership in professional or scientific societies; etc.)

IBM COPIER II; POSTAL MACHINES;
PBX & MONITOR BOARD; RECORDEX; BURROUGHS 300; TYPING; RETAIL CREDIT & ACCOUNTS
PAYABLE SKILLS

B. Kind of License or Certificate (For example, pilot, registered nurse, lawyer, radio operator, C.P.A., etc.)
(CERTIFIED ELEMENTARY TEACHER)

MASTER OF ARTS IN TEACHING

C. State or other licensing authority

WASHINGTON, DC

D. Year of first license or certificate

1970

E. Year of latest license or certificate

1974

F. Approximate number of words per minute: Typing Shorthand

400 WPM

22. A. Did you graduate from high school, or will you graduate within the next nine months?

YES MONTH/YEAR NO HIGHEST GRADE COMPLETED
X 6/62

B. Name and location (city and State) of last high school attended

A.B. DAVIS HIGH SCHOOL

WILMINGTON, NEW YORK

C. Name and location (city, State, and ZIP Code if known) of college or university. (If you expect to graduate within 9 months, give MONTH and year you expect degree. (SEE RESUME))

TRINITY COLLEGE, WASHINGTON, DC 20011

D.C. TEACHERS COLLEGE, WASHINGTON, DC

PARSONS COLLEGE, FAIRFIELD, CT 06424

Dates attended

From

To

Years Completed

Day

Night

No. of credits compl.

Semester hours

Quarter hours

Type of degree (B.A., etc.)

Year of degree

9/70 12/71 4yr - 4 - 1974

6/70 6/72 2yr - 18 - 1972

6/61 6/63 1.5 - 24 - 1963

D. Chief undergraduate college subjects

No. of credits compl.

Semester hours

Quarter hours

E. Chief graduate college subjects

No. of credits compl.

Semester hours

Quarter hours

SPANISH

23

HISTORY & SOCIAL STUDIES

12

EDUCATION (ELEMENTARY & SECONDARY)

36

F. Major field of study at highest level of college work

HISTORY & SOCIAL STUDIES

G. Other schools or training (for example, trade, vocational, armed forces, or business). Give for each the name and location (city, State, and ZIP Code if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.

HOWARD UNIVERSITY, WASHINGTON, DC; 9/62-6/66: 4YR ATTENDED; 1962 DEGREE; NO DEGREE ACQUIRED

23. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED

(1) AFA-ED BROTHERHOOD OF SLEEPING
ONE PORTERS COLLEGE SCHOLARSHIP
(2) PARSONS COLLEGE TUITION SCHOLARSHIP
(3) PARSONS COLLEGE DEANS LIST
(4) FEDERAL GOVT. SPONSORED FELLOWSHIP -
URBAN SKILLS INST. - D.C. TEACHERS COLLEGE

24. LANGUAGES OTHER THAN ENGLISH

List the languages and indicate your knowledge of each by placing "X" in proper columns

Reading

Speaking

Understanding

Writing

Excl

Good

Fair

Excl

Good

Fair

Excl

Good

Fair

Excl

Good

Fair

SPANISH

X

X

X

X

25. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 20, EXPERIENCE.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State and ZIP Code)	BUSINESS OR OCCUPATION
MRS. ELOISE WALSH	6661 SURRELL ST. JNO LEAN, VA	PHYSICIAN AND VISION FINDER
MISS VERNICE HOWARD	DIRECTOR - HOWARD UNIVERSITY LIBERAL ARTS ADVISORY CENTER WASHINGTON, DC	COLLEGE
MRS. JAMES VAN BUREN	DIRECTOR - TRINITY COLLEGE MASTER OF ARTS IN TEACHING PROGRAM WASHINGTON, DC 20017	COLLEGE

Your Statement cannot be processed until you have answered all questions, including Items 26 through 36 above. Be sure you have placed an "X" to the left of EVERY marker (✓) above, either in the "Yes" or the "No" column.

If more space is required, use full sheets of paper approximately the same size as this page. Write on EACH sheet your name, birth date, and *announcement or position title*. Attach all sheets to this Statement at the top of Page 3.

1/10/75

Effective November 12, 1973, questions 27 and 28 about loyalty on Standard Form 171, Personal Qualifications Statement, have been replaced by the following questions:

YES ☐ NO ☒

YES ☐ NO ☒

YES ☐ NO ☐

(See
below)

Until new forms are available, you will be given Standard Form 171, or other application forms over which the Civil Service Commission has jurisdiction, and which contain the old questions about loyalty. When filling out one of these forms strike the loyalty questions (put lines through them) and use the answer spaces above to answer questions 27, 28(a) and 28(b) above. The answer to question 28(c), if any, should be written in the item 37 space or in other space provided for detailed answers on the SF 171.

Read the following paragraph carefully before signing this Statement.

Certification

Andra V. Greene
SIGNATURE (Sign in ink)

4/10/75
DATE SIGNED

GC 51
January 1974

Mr. Robert Williams, Acting Secretary to the Council

Julius W. Hobson, Chairperson, Education & Youth Affairs Committee

January 10, 1975

Personnel

Attached is the SF 171 for Anthony Gerald Eddins. I would very much like to have Mr. Eddins appointed to the staff of the D.C. Motor Pool and assigned to me. Since I am unable to drive my car I urgently need the assignment of a chauffeur to assist me.

I certainly appreciate your assistance in getting Mr. Eddins on board as soon as possible.

Attachment -

District of Columbia City Council

Memorandum

City Hall, 14th and E Streets, N.W.

Room 507

638-2223 or Government Code 137-3806

To Mr. Robert Williams, Acting Secretary to the Council

From *Julius W.* Julius W. Hobson, Chairperson, Education & Youth Affairs Committee

Date January 10, 1975

Subject Personnel

Attached is the SF 171 for Anthony Gerald Eddins. I would very much like to have Mr. Eddins appointed to the staff of the D.C. Motor Pool and assigned to me. Since I am unable to drive my car I urgently need the assignment of a chauffeur to assist me.

I certainly appreciate your assistance in getting Mr. Eddins on board as soon as possible.

Attachment -

PERSONAL QUALIFICATIONS STATEMENT

Office of Management and Budget
Approved 50-RO487

1A. Kind of position (job) you are filing for (or title of announcement) <i>Driver (Chauffeur)</i>		B. Announcement No.									
C. Options for which you wish to be considered (if listed in announcement)											
D. Primary place(s) you wish to be employed <i>DISTRICT Bldg.</i>											
2. Home phone (including Area Code) <i>396-2545 (202)</i>		3. Office phone (including Area Code)									
4. Name (Last) (First) (Middle) (Maiden, if any) <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State and ZIP Code) <i>EDDINS, G. ERNEST, BIRTHEY 4327... Ponds... S.W. WASHINGTON D.C. 20019</i>											
5. Legal or voting residence (State) <i>DISTRICT OF COLUMBIA</i>											
6. Height without shoes <i>5</i> Feet <i>6</i> Inches		7. Weight <i>148</i>									
8. Birthplace (City and State, or foreign country) <i>WASHINGTON D.C.</i>											
9. Birth date (Month, day, year) <i>OCTOBER 17, 1950</i>		10. Social Security Account Number <i>579 68 7566</i>									
11. If you have ever been employed by the Federal Government as a civilian, give your last classification series, grade, and job title. <i>NA</i>											
Dates of service in that grade From _____ To _____											
12. If you are currently on a list of eligibles for appointment to a Federal position, give the name of the announcement, the name of the office maintaining the list, the date on your notice of rating, and your rating.											
13. Lowest pay or grade you will accept		14. When will you be available?									
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PAY	GRADE										
\$ _____ per _____	<i>GS 5</i>										
YES	NO										
<input checked="" type="checkbox"/>	<input type="checkbox"/>										

DO NOT WRITE IN THIS BLOCK FOR USE OF EXAMINING OFFICE ONLY				
<input type="checkbox"/> Appor.	<input type="checkbox"/> Material	Entered Register:		
<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Submitted			
	<input type="checkbox"/> Returned			
Notations:				
Form Reviewed:				
Form Approved:				
Option	Grade	Earned Rating	Preference	Aug. Rating
			<input type="checkbox"/> 5 points (Tent.)	
			<input type="checkbox"/> 10 Points Comp. Dis.	
			<input type="checkbox"/> Other 10 Points	
			<input type="checkbox"/> Disal.	
			<input type="checkbox"/> Being Investigated	
Initials and Date				
THIS SPACE FOR USE OF APPOINTING OFFICER ONLY Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.				
<input type="checkbox"/> 5-Pt. <input type="checkbox"/> 10-Pt. Comp. Disab. <input type="checkbox"/> 10-Pt. Other				
Signature and Title				
Agency				Date
<input type="checkbox"/> Refer for medical action				

15. Will you accept temporary employment for:		16. Where will you accept a job?		17. Will you accept less than full time work?																							
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(Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) —1 month or less? —1 to 4 months? —4 to 12 months?		—Washington, D.C. —Any place in the United States. —Outside of the United States. —Only in (specify):		(Less than 40 hours per week) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 18. Are you willing to travel? (Check one) NO SOME OFTEN																							

19. VETERAN PREFERENCE. Answer all parts. If a part does not apply to you, answer "No."

- A. Have you ever served on active duty in the United States military service? (Exclude tours of active duty for training at a recruit or Guardsman.)
- B. Have you ever been discharged from the armed services under other than honorable conditions? (You may own any such discharge change to honorable by a Discharge Review Board or similar authority.)
- If "Yes," give details in Item 37.
- C. Do you claim 5-point preference based on active duty in the armed forces?
- If "Yes," you will be required to furnish records to support your claim at the time you are appointed.
- Do you claim 10-point preference?
- If "Yes," check type of preference claimed and complete or attach Standard Form 15, "Claim for 10-point Veteran Preference," together with the proof needed for in this form.
- TYPE: ☐ Permanent disability ☐ Disability ☐ Wife ☐ Widow

and Serial or Service Number of All Service ☐ Enter "N" if not applicable

To

Branch of Service

Serial

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 20

20. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☒ Yes ☐ No
(A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

1	Dates of employment (month, year) From <u>SEP 68</u> To <u>PRESENT TIME</u>		Exact title of position <u>CHAUFFEUR</u>		If Federal service, civilian or military grade -
	Salary or earnings Starting \$ <u>15.00</u> per <u>DAY</u> Present \$ per		Avg. hrs. per week <u>3-DAY</u>	Place of employment City: <u>WASHINGTON</u> State: <u>D.C.</u>	Number and kind of employees supervised -
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <u>JULIUS HOBSON JR.</u> <u>901-6th ST. S.W. #214</u>		
Area Code and phone No. if known <u>488-8290</u>					
Reason for wanting to leave <u>TO CONTINUE WORKING FOR HIM</u>					
Description of duties, responsibilities, and accomplishments <u>ACCOMPANY HIM ON DAILY DUTY OF THE DAY.</u>					
					For agency use (skill codes, etc.) <u>1</u>
2	Dates of employment (month, year) From <u>SEP 68</u> To <u>DEC 68</u>		Exact title of position <u>REPAIR WORK CEMENT MASON</u>		If Federal service, civilian or military grade -
	Salary or earnings Starting \$ <u>2.36</u> per <u>HR.</u> Final \$ per		Avg. hrs. per week <u>40</u>	Place of employment City: <u>WASHINGTON</u> State: <u>D.C.</u>	Number and kind of employees supervised -
Name of immediate supervisor			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <u>KIRK LINDSEY INC. 1901 WILSON BLVD.</u> <u>ARLINGTON VA. 22209</u>		
Area Code and phone No. if known					
Reason for leaving <u>PERSONAL CONDITION</u>					
Description of duties, responsibilities, and accomplishments <u>CEMENT FINISHER</u>					
					For agency use (skill codes, etc.)
3	Dates of employment (month, year) From <u>JULY 68</u> To <u>SEP 68</u>		Exact title of position <u>STUDENT CEMENT MASON (CHAUFFEUR)</u>		If Federal service, civilian or military grade -
	Salary or earnings Starting \$ <u>70.00</u> per <u>WEEK</u> Final \$ per		Avg. hrs. per week <u>35</u>	Place of employment City: <u>WASH.</u> State: <u>D.C.</u>	Number and kind of employees supervised -
Name of immediate supervisor <u>MRS. RUFUS JONES</u>			Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) <u>PROJECT BUILD</u> <u>1111-1ST ST. N.E.</u>		
Area Code and phone No. if known					
Reason for leaving <u>COMPLETED</u>					
Description of duties, responsibilities, and accomplishments <u>WAS OF TRAINING</u> <u>TO (STUDY) FOR THE WORK OF CEMENT</u> <u>GRADUATED FROM PROJECT BUILD 13 SEP 68</u>					
					For agency use (skill codes, etc.)

21. A. Special qualifications and skills (skill with machine; license or certification; your most important publications (do not submit if : unless requested); your public speaking and publications experience; membership in professional or scientific societies; etc.)					
B. Kind of License or Certificate (For example, pilot, registered nurse, lawyer, radio operator, C.P.A., etc.)					
C. State or other licensing authority		D. Year of first license or certificate		E. Year of latest license or certificate	
F. Approximate number of words per minute:		Typing		Shorthand	

22. A. Did you graduate from high school, or will you graduate within the next nine months?				B. Name and location (city and State) of last high school attended							
YES	MONTH/YEAR	NO	HIGHEST GRADE COMPLETED	(WASH. Tech. Institute - (V.S.P.) (G.E.D.)							
			G.E.D.								
C. Name and location (city, State, and ZIP Code if known) of college or university. (If you expect to graduate within 9 months, give MONTH and year you expect degree.)				Dates attended		Years Completed		No. of credits compl.		Type of degree (B.A., etc.)	Year of degree
				From	To	Day	Night	Semester hours	Quarter hours		
D. Chief undergraduate college subjects				No. of credits compl.		E. Chief graduate college subjects				No. of credits compl.	
				Semester hours	Quarter hours					Semester hours	Quarter hours
F. Major field of study at highest level of college work											
G. Other schools or training (for example, trade, vocational, armed forces, or business). Give for each the name and location (city, State, and ZIP Code if known) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.											
SERVICE School - FORT DIX N.J. SEP 69 - OCT 69											
LIGHT LETH DUR COURSE											

[illegible]

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State and ZIP Code)	BUSINESS OR OCCUPATION
JOE MARTIN	313 HOLLAND ST. Apts 5-F	Electrician
CHARLES GRIFFIN	611 - CLINTON ST. NE	Electrician
LINDA PEREZ	4331 POND ST. N.E.	Bookkeeper Clerk

AMENDMENT TO PERSONAL QUALIFICATIONS STATEMENT

OMB
APPROVED 50-R0048

IMPORTANT: Read these instructions carefully before completing this form.

This form may be used to update your Personal Qualifications Statement provided you have had no more than three additional positions since the statement being updated was completed. Agencies are required to accept a previously completed Personal Qualifications Statement as current when this form is attached. Before completing this form, review carefully your answers to all items on the statement being updated. Use typewriter if available. Otherwise write or print legibly in dark ink.

1. NAME (Last) (First) (Middle) (Maiden, if any) <input type="checkbox"/> MR. <input type="checkbox"/> MISS <input type="checkbox"/> MRS. AND ADDRESS (Number, Street, City, State, and ZIP Code) EDDINS, Gerald Anthony 7327- Ponds St. N.E. Washington D.C. 20019		2. DATE OF THIS STATEMENT JAN. 7, 1976	3. BIRTH DATE (month, day, year) OCT. 17, 1950
4. KIND OF POSITION YOU ARE FILING FOR (Or title and number of announcement) DRIVER (CHAUFFEUR)		5. REASON FOR SUBMISSION (Check One) <input type="checkbox"/> To update Personal Qualifications Statement in my Official Personal Folder <input type="checkbox"/> To update Personal Qualifications Statement on file with you <input type="checkbox"/> To update attached Personal Qualifications Statement <input checked="" type="checkbox"/> As requested	
6. LOWEST PAY OR GRADE YOU WILL ACCEPT PAY \$ per or GRADE GS-5			
7. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order) May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (A "No" will not affect your consideration for employment opportunities.)			
DATES OF EMPLOYMENT (month, year) FROM JUNE 74 TO PRESENT TIME		EXACT TITLE OF POSITION CHAUFFEUR	
IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE		SALARY OR EARNINGS STARTING \$ 15.00 PER DAY FINAL \$ PER	
AVG. HRS. PER WEEK 3-DAYS		PLACE OF EMPLOYMENT CITY: WASHINGTON STATE: D.C.	
NUMBER AND KIND OF EMPLOYEES SUPERVISED —		KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.)	
NAME OF IMMEDIATE SUPERVISOR Julius Hobson Sr.		NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known) Julius Hobson 901- C St. S.W. 214	
AREA CODE AND PHONE NO. IF KNOWN 488-8290		REASON FOR WANTING TO LEAVE TO CONTINUE WORKING FOR him	
DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS Accompany him on daily duties of the day.			
FOR AGENCY USE (skill codes, etc.)			
DATES OF EMPLOYMENT (month, year) FROM SEP. 68 TO DEC. 68		EXACT TITLE OF POSITION APPRENTICE CEMENT MASON	
IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE		SALARY OR EARNINGS STARTING \$ 2.36 PER hr. FINAL \$ PER	
AVG. HRS. PER WEEK 40		PLACE OF EMPLOYMENT CITY: Washington STATE: D.C.	
NUMBER AND KIND OF EMPLOYEES SUPERVISED —		KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) Construction	
NAME OF IMMEDIATE SUPERVISOR		NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known) Kirk Lindsey Inc. 1401 Wilson Blvd. Arlington VA 22209	
AREA CODE AND PHONE NO. IF KNOWN		REASON FOR LEAVING Inducement and incentives	
DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS CEMENT FINISHER			
FOR AGENCY USE (skill codes, etc.)			

DATES OF EMPLOYMENT (month, year) FROM July 68 TO SEP 68		EXACT TITLE OF POSITION APPRENTICE CEMENT MASON (TRAINEE)		IF FEDERAL SERVICE, CIVILIAN OR MILITARY GRADE	
SALARY OR EARNINGS STARTING \$70.00 PER WEEK FINAL \$ PER		AVG. HRS. PER WEEK 35	PLACE OF EMPLOYMENT CITY, WASHINGTON STATE, D.C.	NUMBER AND KIND OF EMPLOYEES SUPERVISED -	KIND OF BUSINESS OR ORGANIZATION (manufacturing, accounting, insurance, etc.) LOCAL 1000, Int'l.
NAME OF IMMEDIATE SUPERVISOR MR. RUFUS JONES			NAME OF EMPLOYER (firm, organization, etc.) AND ADDRESS (including ZIP Code, if known) PROJECT BUILD 1111- L ² ST. NW		
AREA CODE AND PHONE NO. IF KNOWN					
REASON FOR LEAVING COMPLETED COURSE OF TRAINING					
DESCRIPTION OF DUTIES, RESPONSIBILITIES, AND ACCOMPLISHMENTS TO LEARN THE TRADE OF CEMENT MASON GRADUATED FROM PROJECT BUILD 13 SEP 68					
FOR AGENCY USE (skill codes, etc.)					

8. Space for explaining other changes or additions to the qualifications statement being updated. If any answer to an item on the qualifications statement being updated is incorrect or incomplete as of the date of this amendment, identify the item by number and explain. (Check one) ☐ Other changes or additions listed below ☐ No other changes or additions.

ITEM NO.	If more space is required, use full sheets of paper approximately the same size as this page. Write on EACH sheet your name, position (or title and number of announcement) filing for, and date of the qualifications statement being updated. Attach all sheets to this form.
	SINCE FEBRUARY 1972 I'VE BEEN A STUDENT MOST OF THE TIME WHEN I WASN'T IN SCHOOL IN THE SUMMER OF 67 I STARTED WORKING FOR Mr. & Mrs. Hobson Sr. until HIS APPOINTMENT to the CITY FOUNDED BEFORE I JOINED THE ARMY IN 1969 I COMPLETED A COURSE AT PROJECT BUILD (1968) AND WORKED BRIEFLY THAT YEAR AS AN APPRENTICE CEMENT MASON

CERTIFICATION

I CERTIFY that the statements made by me on this form update my Personal Qualifications Statement completed 1- (month, year) and are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (Sign in ink)

Robert E. Ellison

FALSE STATEMENT ON THIS FORM IS PUNISHABLE BY LAW

